

**OFFICE OF INVESTIGATIVE SERVICES
POLICY AND PROCEDURE #860**

SECURITY OF INTERNAL INVESTIGATIVE INFORMATION

SECURITY:

The summary of investigation and official internal investigative files must be treated as highly confidential documents. The Senior Investigator must never divulge information obtained during an investigation to anyone not authorized to have access to this information.

The following security measures will be taken with regard to internal investigation documents:

- Reports, case files, and documents must be maintained in secured places, i.e., locked cabinets, desks, etc., while the investigation is active.
- One copy of the final report will be kept on a diskette under lock and key in the regional office until the OIS Director has sent a letter of conclusion to the referring agency.
- When a report of investigation is mailed to the OIS state office, it will be sent in a first class sealed envelope, marked "Confidential" to the attention of the Chief Investigator.
- The OIS Director is the custodian of the official internal investigation files. These files are to be maintained in locked cabinets at the OIS state office.

The **Property/Evidence Control Record** will be completed by the Senior Investigator or any other investigator who collects evidence on an internal investigation. Each regional OIS office will designate a locked storage area to maintain the evidence and preserve the chain of custody. Evidence will be logged and secured before the investigator completes the workday.